

# **Quick Reference Guide on USPS & A&P Background Check**

Background checks **must** be completed by Human Resources for all new hires and rehires that have been off the university payroll for a year or more.

In an effort to expedite our hiring process, the option of a contingent hire is available in lieu of waiting for the results of a background check. A **contingent hire** allows the department to hire the candidate while background check results are being processed. In some cases, the department has an urgent need to fill a position quickly, or the candidate has lived in several states, or has a name change, thus extending the amount of time required to conduct the background check. In these situations, the department may elect to process a **contingent hire**. When designated as such, the department can move forward with the hire, awaiting the results of the background check. Departments would agree that if the background check results eventually indicate an issue which would typically disqualify a hire, the department must immediately terminate the employee.

If the **contingent hire** option is not selected as listed above, each hire will be processed as a **regular hire**. **Regular hires** mean the department will wait for notification from Recruitment, pending the results of a successful background check.

How to initiate a **contingent hire**:

- Select the “Approval Notification” field on the on-line hiring documents tab in the Applicant Tracking System (PeopleAdmin).

When the contingent hire option is elected, Recruitment will approve the hiring packet if the background check is the only requirement pending to be completed. For USPS hires, an approval for hire email will be sent to the hiring department. For A&P hires, Recruitment will forward the hiring packet to Compensation for review. Once the hiring packet is approved by Compensation, an approval for hire email will be sent to the hiring department.

**Notes:**

**Hiring departments are encouraged to contact Recruitment for an update if the processing time for the background check request submitted has exceeded four business days. Recruitment will then review and approve the contingent hire option if requested by the hiring departments.**

**It is the department’s responsibility to ensure that if they elect the *contingent hire* option that it does not contradict any federal or state requirements under certain legislation, grants or contracts.**